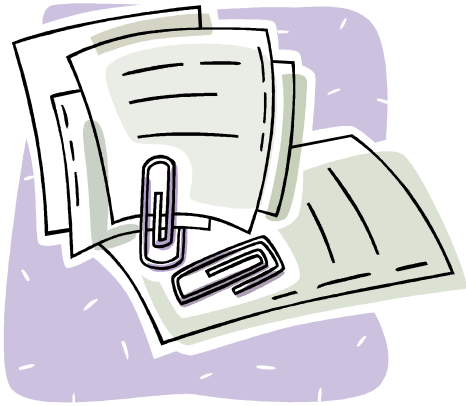# **Consolidated Homeless Fund**
Application Workshop

Consolidated Homeless Fund Partnership

Application Information Session

February 4, 2022

CONSOLIDATED HOMELESS FUND REQUEST FOR PROPOSALS INFORMATION SESSION

Agenda

I.   Welcome and Introductions

II.   Available Funding

III.   Purpose and Outcomes

IV.   Eligible Activities & Compliance Requirements

V.   Submitting an Application

VI.   Questions

AVAILABLE FUNDING

- Pawtucket, Emergency Solutions Grant — $145,600
- Providence, Emergency Solutions Grant — $417,000
- Providence, American Rescue Plan — $2,300,000
- State of Rhode Island, Emergency Solutions Grant — $657,000
- State of Rhode Island, Title XX — $1,208,000
- Housing Resources Commission — $ 4,500,000
- State of Rhode Island ERA 2 Funds — $6,000,000
- State of Rhode Island, Fiscal Recovery Funds — $1,500,000

Total Approx.
Amount Available: $17,000,000

FUNDING ELIGIBILITY

- Eligible Applicants
  - Not for Profit Organizations
  - CAP agencies and Public Housing Authorities
  - Units of General Local Government
- Eligible Populations
  - Individuals and families who qualify under HUD's definition of homelessness under categories 1-4.
  - Individuals and families who qualify under ERA 2

FUNDING ELIGIBILITY

Program Participant Eligibility by Program Type

Program	Category 1	Category 2	Category 3	Category 4	ERA2 / SFRF
Emergency Shelter	X	X	X	X	X
Street Outreach	X				X
Rapid Rehousing/State Rental Assistance	X			X	X
Homelessness Prevention		X			X

NOTES REGARDING FUNDING: ELIGIBILITY CRITERIA

- All clients served with ESG funding must meet HUD's definition of Homeless or at risk of homeless.
- Clients served with ERA 2 and State Fiscal Recovery Funds must be experiencing a hardship relating to the ESG COVID crisis.

NOTES REGARDING FUNDING: MATCH REQUIREMENTS

- CHF subrecipients should strive for "dollar for dollar" matching funds (except COVID requested funds).
- The matching funds must be cash expended for allowable CHF costs.
- Matching funds may be obtained from any source, including any federal, as well as state, local and private sources (except: McKinney Vento/Hearth federal dollars, HOME TBRA, SNAP benefits, Housing Choice Vouchers and tenants' portion of rent).
- The matching funds must be expended during the contract period.
- Matching funds have not been and will not be used to match any other Federal program's funds.
- Agencies that cannot meet the Match Requirements should request a waiver

PURPOSE AND OUTCOMES

The CHF is soliciting proposals for the following types of programs to serve homeless individuals and families:

- Emergency Shelter
  - Essential Services
  - Operations
  - Renovations
- Street Outreach
- Rapid Rehousing
- Homelessness Prevention
- Systemwide Innovative Programs to End Homelessness

*Each of the above programs can also request funding to prevent, prepare for, and respond to COVID 19.

The CHF hopes to achieve the following outcomes by funding effective and innovative programs:

- Decreased length of shelter stays;
- Rapidly exit people from homelessness stabilizing them in housing;
- Elimination or reduction of repeated episodes of homelessness;
- Increased client participation in mainstream resources;
- Increased income (employment and/or benefits) to clients.

ELIGIBLE ACTIVITIES:
EMERGENCY SHELTER

1. Operations-Operating costs for emergency shelter, including staffing, maintenance, supplies, HMIS costs and reasonable costs for food & equipment.
2. Essential Services–Case management, Transportation, Legal Services, Education, Employment and Job Training assistance, outpatient health services and mental health.
3. Renovation –Eligible costs include labor, materials, tools and other costs of renovation.

STREET OUTREACH

The eligible costs and activities for street outreach consist of:

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation
- Services for Special Populations

RAPID REHOUSING & RENTAL ASSISTANCE

Eligible Costs include:

1. Housing Relocation and Stabilization Services
2. Short and/or Medium-Term Rental Assistance
3. Security Deposit
4. Housing Stability Case Management
5. Financial Literacy/Credit Repair
6. Landlord Risk Mitigation

DIVERSION AND PREVENTION

Eligible Costs include:

– Financial and service costs that help program participant's regain stability in their current permanent housing or move into other permanent housing to achieve stability in that housing.

- Security Deposits/Rental Assistance/Rental Arrears
- Housing Stability Case Management
- Credit Repair
- Housing Search & Placement
- Eviction Prevention/Mediation Programs

SYSTEMWIDE INNOVATIVE PROGRAMS TO END HOMELESSNESS

- Specific projects to provide Rapid Exit/ Diversion Services and Housing Navigation Services Statewide.
- Any creative project that addresses one or more of the goals of Opening Doors RI and is designed to end homelessness is welcome for consideration.

Opening Doors RI

- Increase the supply of and access to permanent housing
- Retool the Homelessness Crisis Response System
- Increase economic security for the homelessness and those at risk of homelessness
- Improve health and housing stability
- Increase Leadership, Collaboration & Civic Engagement

FOCUS ACTIVITIES (ELIGIBLE COSTS) TO PREVENT, PREPARE OR RESPOND TO COVID 19

- **Prevent Coronavirus** -an activity to prevent the initial or further spread of the virus.
- **Prepare for Coronavirus** - an activity carried prior to or during a coronavirus outbreak to keep people healthy and reduce the risk of exposure to the virus.
- **Respond to Coronavirus**- an activity carried out once coronavirus has spread that may result in individuals and families losing or being at risk of losing their housing as a result of the virus.

ESG COVID FLEXIBILITIES ALLOWED FOR ESG COVID FUNDED PROJECTS

- ESG COVID Funds must be spent in accordance with the following schedule:

  - ✔ 20% of ESG CV funds must be spent by 9/30/2021 (State has met req)

  - ✔ 80% of ESG CV Funds must be spent by 3/31/2022

  - ✔ 100% of ESG CV funds must be spent by 9/30/2022

- Monthly-In-person case management meetings not required-conduct meetings virtually as needed (RRH)

- On-site housing inspections – can conduct inspections virtually (RRH)

- Fair Market Rent Requirement (RRH-use rent reasonableness)

- Program participants who receive the maximum amount of assistance (24 months within 3 Years) may receive an additional six months of assistance.

- Emergency shelter standards waived for temp. emergency shelters activities used to prevent, prepare for and respond to Coronavirus.

- Limitation on provision of emergency shelter costs until January 31, 2022 has been lifted

ESG COVID FLEXIBILITIES COORDINATED/CENTRALLY LOCATED

- Landlord Incentive Project

- Handwashing Stations and Portable Bathrooms

- Personal Protective Equipment

- On-Site COVID Vaccinations

- Centralized/Coordinated Assessment

- Hotel/Motel Costs (currently availabe through other funding sources).

ESG COVID FLEXIBILITIES
CURRENTLY NOT ALLOWED/AVAILABLE

- Trainings on Infectious Disease Prevention- we would prefer that this is centrally located-hope to have a statewide training contract for homeless providers in the near future

- Laundry Services-laundry trucks to outdoor locations where people reside

- Expanded Use of Cell Phones and Internet-We encourage providers to help clients sign up for free Phones

CHF/ESG COMPLIANCE REQUIREMENTS

All Programs

- Participation in Coordinated Entry System 576.400 (d)
- Participation in HMIS
- Coordination with other Homeless Services 24 CFR 576.400
- Connect Program Participants to other Resources 24 CFR 576.40 (d)
- Prohibition Against Faith Based Activities
- Non-Discrimination & Equal Opportunity 24 CFR 576.407
- Affirmative Outreach 24 CFR 576.407
- Client Confidentiality and Privacy Policies
- Conflict of Interest 24 CFR 576.404

CHF/ESG COMPLIANCE REQUIREMENTS

Emergency Shelters

- Prohibition Against Involuntary Family Separation
- Shelter and Housing Standards 24 CFR 576.403
- Safety and Accommodations for Special Populations
- Lead Based Paint Requirements
- Additional RI Statewide Emergency Homeless Shelter Standards
- Emergency Preparedness Plans

CHF/ESG COMPLIANCE REQUIREMENTS

<u>Street Outreach</u>

- Agency follows written policies that describe the standards for targeting and providing essential services.
- Program assists individuals to either access shelter or permanent housing.

CHF COMPLIANCE REQUIREMENTS

Rapid Rehousing/State Rental Assistance

- Compliance with FMR limits and Rent Reasonableness Standards
- Compliance with Minimum Habitability Standards
- Rental Assistance Agreement and Lease Standards
- All units must meet state and federal lead requirements
- Housing stability case management must be provided
- Rapid Rehousing eligibility certification requirements
- Both project based and tenant based rental subsidy allowed
- Use with other subsidies is prohibited
- Program income

ERA 2/Fiscal Recovery Funds

- Applicants must address public health/negative economic impacts caused by COVID 19
- Must complete financial, performance and compliance reporting as required by ERA 2 and Fiscal Recovery Funds Requirements
- Follow CHF Compliance Requirements for the program (Shelter, Essential Services, Street Outreach, RRH & Homelessness Prevention) for which your organization has applied for funding

CHF /ESG COMPLIANCE: INFORMATION & RESOURCES

Resources –

- ESG Regulations –

  https://www.onecpd.info

- Resource Exchange –
  http://www.hudhre.info/index.cfm

- OHCD Website –
  http://www.ohcd.ri.gov

SUBMITTING AN APPLICATION

- Submit
  - email application and appropriate attachments to Pheamo.witcher@doa.ri.gov

- Agencies may apply for multiple programs:
  - Submit one Cover Letter (can be PDF)
  - Submit one Agency Capacity Assessment & Certification Form (word or PDF)
  - Submit one Program Application (Word document only) and one Budget (Excel Document only) <u>for each Program for which you are applying for funding</u>

CHF APPLICATION:
COVER LETTER

- Presented on agency letterhead with name, address and phone number of agency.
- A listing of all program applications with dollar amount requested for each submission.
- Name of person authorized to sign contracts on behalf of agency/organization.
- Statement that board authorizes submission of program applications.
- Signed by authorized representative (Board Chair, President\Executive Director)

CHF APPLICATION: CAPACITY ASSESSMENT & CERTIFICATIONS

- Agency ID Numbers (Federal Fein #, agency Duns #)
- Agency Contacts for Fiscal, HMIS and Executive
- Agency's Background and Experience in Serving the Homeless Population
- Description of Agency's Ability to Comply with HMIS Requirements through use of HMIS or Comparable Database
- Homeless Consumer Participation Certification
- Financial Management Certifications
- Program Certifications

CHF APPLICATION: PROGRAM APPLICATIONS/NARRATIVES

- One application form for all program types. A question pertaining to preventing, preparing and responding to COVID 19, if your program has COVID needs is incorporated in form.
- Clearly <u>demonstrate how your program will meet the needs of the target population.</u>
- Clearly specify program type, numbers to be served, special populations to be served and geographic service area.
- Clearly describe the scope of services to be provided.
- Discuss your programs compliance with the RI Coordinated Entry System.
- Discuss what distinguishes your program from other programs providing similar services.
- If you are applying for renewal funding document the success of your program.

- Costs must be classified in the following **EXPENSE CATEGORIES:**

  1. <u>Direct program</u> –costs (including staff costs that are directly related to carrying out eligible activities) that are specifically identifiable to the program.

  2. <u>Client Assistance</u> – costs that are paid to others in support of clients (i.e. bus passes, rent for OFS shelters, rent and security deposits for rapid rehousing and state rental assistance).

  3. <u>Administrative expenses(should not exceed 10% of the program budget)</u> – costs of overall program management, coordination, data entry, fiscal management, monitoring and program evaluation. Administrative costs are not guaranteed to be awarded, especially with regards to ESG program funds.

<u>Salary Detail Page (suggest you complete this page first, for both program and administrative staff if possible)</u>

- Must clearly identify all staff positions
- Formulas have been built in to calculate amount of staff time to be charged to CHF
  - Input any salary and benefits for each position
  - Input % time spent on project
  - Total position cost requested from will calculate
  - Insert position cost to be charged to match
  - Use notes, if any column, to specify source of match

CHF APPLICATION
PROGRAM BUDGET/FUNDING REQUEST

Direct Program Expenses (suggest you complete this section next).

- Clearly document the full cost of your program (including those portions of the program covered by matching sources of funds).
- Total staff salary expenses (program, administrative and COVID salaries) will automatically carry forward from salary detail page.
- Cost per month/item column X number of months items will calculate in total annual costs.
- Insert amount charged to CHF in appropriate column.
- % charged to CHF will calculate
- Insert amount charged to matching funds, indicate source of matching funds in next column.

Third Budget Page
- – Input agency identifying information on top of page
- – Fill in Unduplicated # of participants to be served
- – Fill in total beds provided
- – Fill in total units provided
- – Everything else on this page should automatically calculate

CHF APPLICATION REVIEW AND SCORING

Threshold Review

1. Did the application arrive on time
2. Is the applicant eligible
3. Is the application complete and have all documents been provided in the format requested
4. Is the applicant in compliance with CHF/ESG requirements

CHF APPLICATION REVIEW AND SCORING

Applicant's Proposed Service Plan (100 Points)
- Demonstrated need for project
- Scope of Services
- Applicant's Plan to connect participants with mainstream benefits and employment services
- Applicant's staffing plan
- Applicant's plan to successfully transition individuals and families out of homelessness and into permanent housing
- Applicant's proposed outcomes and project impact, if applicable; and
- Applicant's budget is reasonable in comparison to similar projects, appropriate match funds are provided, administrative costs are consistent with CHF policies and procedures do not exceed limitations.

Other Funding Considerations
- – Activities Not Covered By Other Funding Sources
- – Geographic Coverage
- – Quality of Proposal
- – Alignment with CHF Priorities for Ending Homelessness
- – Availability of Funds

DOCUMENTATION & ADMINISTRATION

DOCUMENTATION & ADMINISTRATION

ALL CHF Providers must:

- Enter beneficiary data into HMIS (or Domestic Violence Provider Database) accurately and on a timely basis.
- Follow the documentation standards developed by HUD and the HMIS for all clients served.
- Submit required quarterly performance reports as required by the CHF and CAPER reporting for ESG funds.
- Compliance with all ESG Program Requirements (unless waiver is noted).
- Submit <u>timely requests</u> for reimbursements for expenses incurred.
- Program income (gross income received by the subrecipient directly generated from the use of CHF funds) must be used to offset request for reimbursement).

CHF TIMELINE

- RFP information Session February 4, 2022
- Deadline to submit questions February 11, 2022
- Answers to submitted questions posted at www.ohcd.ri.gov
- Applications due by 4:00 pm on February 25th,no exceptions
- Most awards announced on or about May 27th contingent upon HRC's approval. ERA 2 funds have a contract signing date of on or before March 31st, thus they will be announced earlier.

- Any questions and/or comments regarding the RFP and process should be made e-mailed to pheamo.witcher@doa.ri.gov in accordance with the dates established (no e-mails, phone calls or requests for face-to-face meetings).